

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Management Specialist

BAND	GRADE	
E	916	
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbents are responsible for performing a wide variety of specialized professional programmatic and administrative support throughout the City. Duties include: performing and coordinating program activities; researching, analyzing and evaluating programs and recommending changes; providing lead and technical support to staff; resolving program related issues; coordinating activities with other departments; coordinating staff training; writing press releases; preparing budget documents; conducting studies; assisting in planning and implementing special projects; and, writing and reviewing requests for proposals and bids.		
DISTINGUISHING CHARACTERISTICS: The Management Specialist is the first level of a two level professional management support series. The Management Specialist is distinguished from the Management Supervisor in that the Specialist does not have full supervisory authority over other professional level staff. The Management support series is distinguished from the Administrative support series in that the Management support series provides professional level support for management and requires a Bachelor's degree.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Supervises departmental operations to include: monitoring work flow; assigning work; ensuring compliance with policies and procedures; providing technical guidance and direction to staff; handling complex tasks; recruiting volunteers; resolving problems and handling complaints; evaluating programs and operations; and, recommending changes.	Daily	

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2.	Coordinates, performs and/or administers a variety of specialized departmental or City-wide activities or programs which may include preparing requests for proposal and bids; conducting studies; and, maintaining computerized telephone systems.	Daily	
3.	Provides direction and support to City employees and departmental staff in interpreting program related policies, procedures and requirements. Ensures policies and procedures are in compliance with laws and regulations.	Daily	
4.	Researches and works on special projects to include: writing speeches and press releases; researching topics for the Mayor, City Manager or Council Members; and, preparing complex agency required reports.	Weekly	
5.	Maintains departmental/program records and databases.	Weekly	
6.	Participates in meetings and ensures department/program or City's interests are represented. Serves as a liaison between the department/program and other departments and outside organizations and agencies.	Weekly	
7.	Develops, recommends changes and implements changes in program related policies, procedures, standards and guidelines.	Monthly	
8.	Assists in preparing the departmental budget by gathering and organizing historical data and requests for new equipment or improvements.	Annually	
9.	Performs other duties of a similar nature or level.	As Required	

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Knowledge (position requirements at entry):

Knowledge of:

- Research methodology;
- Theories and principles related to area of assignment such as real estate, accounting, budgeting, personnel and compensation;
- Complex mathematical computations;
- Policy development techniques;
- Laws and regulations governing area of assignment.

Skills (position requirements at entry):

Skill in:

- Monitoring work flow and assigning work;
- Gathering, organizing and analyzing data;
- Coordinating, organizing and managing programs or activities;
- Preparing budgets;
- Tracking budget expenditures;
- Developing policies, procedures, standards and guidelines;
- Interpreting policies and procedures;
- Resolving problems and handling sensitive matters;
- Procuring materials, supplies and services;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in a field related to area of assignment and three years of related professional experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position may require:

- Valid Arizona Driver's License;
- Polygraph Examiner Certification.

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Physical Requirements:

Positions in this class typically require: sitting, mobility, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (clm)

Date: 05/98

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